



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7042.3
N8
13 January 2004

COMSC INSTRUCTION 7042.3

Subj: GUIDELINES FOR USE OF LATIN AMERICAN COOPERATION FUNDS
UNDER THE O&M, N APPROPRIATION

Ref: (a) SECNAVINST 7042.7J
(b) COMSCINST 7042.2C
(c) SECNAVINST 7042.13A

Encl: (1) Public Voucher for Purchases and Services Other than Personal (Standard Form 1034)

1. Purpose. To establish guidelines and procedures for the administration of Latin American Cooperation (LATAM COOP) funds under the Operation and Maintenance, Navy (O&M, N) appropriation for official entertainment, VIP visits, foreign and domestic travel, ship visits, and other purposes in furtherance of cooperation between the United States and the countries of Latin America and to define the relationship of these funds to the Official Representation Funds (ORF) described in references (a) and (b).

2. Background. The Chief of Naval Operations (CNO) Western Hemisphere Affairs requests and receives an annual LATAM COOP budget for Military Sealift Command (MSC) from the Secretary of the Navy (SECNAV). SECNAV may provide for the expenses of travel subsistence, and special compensation of officers and students of Latin American countries, and other expenses that the Secretary considers necessary for LATAM COOP. Submit augments to CNO for approval.

3. Policy. LATAM COOP is to be used only to maintain the standing and prestige of the United States and Department of the Navy (DON) with Latin American countries by providing the financial means whereby cooperation between the United States and Latin America may be achieved and enhanced. For purposes of this instruction, Latin America is defined as South and Central America, the Lesser and Greater Antilles Islands, and all Caribbean Islands excluding the U.S. Virgin Islands, Puerto Rico, and Bermuda.

a. Reimbursable Expenditures. Only the following expenditures incurred with respect to eligible Latin American countries are financed with LATAM COOP funds.

13 January 2004

(1) Official travel and subsistence for official DON representatives to and from Latin American countries when the purpose of that travel is to foster cooperation with Latin American countries and official travel and subsistence of Latin Americans identified in 3a(2)(a) while in the United States.

(2) Official functions and courtesies: Inherent in the receipt of LATAM COOP fund authorization shall be the authority to extend official courtesies on behalf of the United States Government and the DON and to host official functions as the occasion may warrant. Official functions shall be in keeping with United States and Latin American customs, as dictated by the occasion. Official functions and courtesies include the following:

(a) Extending official courtesies to, or sponsoring official entertainment in honor of Latin American distinguished citizens, military personnel, students in the United States, government officials, or members of the diplomatic community in the United States whose rank, position, function, or stature justify official entertainment such as receptions, luncheons, and dinners.

(b) Visits to United States ports by Latin American naval vessels for certain expenses, specifically, exchange of social courtesies with local military and civilian officials, participation in events that provide orientation in the ways of American life and customs, and visits to community and regional points of interest. Expenditures that are normally charged to other DON funds, such as government furnished transportation and photography, are not proper charges to LATAM COOP funds.

(c) United States ship visits to Latin American countries will be treated as outlined in 3a(2)(b).

(d) Mementos and other gifts, such as flowers, exchanged in conformance with Latin American custom and in conjunction with official ceremonies, dedications, and functions. These items shall not exceed \$225 each, or the current amount determined in reference (a), and shall be of an official rather than a personal nature. This dollar limitation does not apply to the cost of wreaths to be placed at foreign national shrines as a goodwill gesture on behalf of the DON or the United States Government. Appropriate size as dictated by local custom is the governing factor in this case.

(e) Graduation gifts for distinguished Latin American naval or military students at United States or Latin American military schools.

13 January 2004

b. Attendance Ratios. At official hosted functions where LATAM COOP funds is used, unless otherwise limited by this instruction, an appropriate ratio of non-DOD guests to DOD personnel (including spouses) will be observed as set forth in reference (a). In all cases, 30 percent or more of those attending must be Latin American guests. Deviations from these ratios must be expressly authorized by CNO in advance of each occasion.

c. Gifts and Mementos

(1) Gifts or mementos exceeding \$225 in value, or the current amount determined in reference (c), must be referred to SECNAV, with CNO acting as executive agent for approval.

(2) General official functions, which incidentally include Latin American representatives together with representatives of other countries, and which are not specifically for fostering cooperation with Latin American countries, will continue to be financed from ORF.

d. It is DON policy not to approve expenses for items of a personal nature, expenditures that tend to circumvent or supplement other specific provisions of law, or expenses solely for the entertainment of officials of the United States. Entertainment should not be construed to include those social amenities which one assumes as a personal obligation and are more private and personal rather than official and representational.

e. Exclusions to LATAM COOP Funds Uses. LATAM COOP funds will not be incurred for:

(1) Expenditures normally expected to be assumed as a personal obligation, such as membership fees and dues.

(2) Efforts that are normal mission responsibilities and thus eligible for mission funding, or materials or services that may be charged to other Navy funds.

(3) Any form of greeting cards or business cards.

(4) Gifts intended as repayment for courtesies shown or hospitality received.

(5) Payments or gratuities to members of the United States Armed Forces or employees of the United States Government for services performed at, or in preparation for, official functions.

13 January 2004

(6) Expenditures in connection with United States events (such as ceremonies for keel laying, launchings, commissionings, recommissionings, decommissioning of naval ships, and U.S. holidays) except insofar as entertainment for the fostering of cooperation with Latin American personnel is involved.

4. Responsibilities

a. HQ Office/Area Commander POCs

(1) Will request LATAM COOP fund from COMSC (N8) in writing using completed Standard Form 1034 (9-73) "Public Voucher for Purchases and Services other than Personal" (enclosure (1)). Claim will include the following information:

(a) Official Functions

(1) Date, location, type of function, purpose, and number of guests. (Indicate total number of persons in attendance and number of Latin American, DoD civilian and military personnel, including host(s), contained in the total. Midshipmen, reservists on active duty, members of the National Guard, and spouses of DoD personnel will be included in the guest count as DoD personnel. A record of those guests by name, rank, or title, nationality, and organization affiliation will be maintained by the authorization or subauthorization holder.)

(2) Brief itemization of expenses (e.g., food, refreshments, decorations, tips, and labor). Payment for services of United States Government employees or members of the United States Uniformed Services is not permitted. Incidental or miscellaneous expenses must be specifically identified. A separate itemization of food purchases is not required.

(b) Gifts and mementos

(1) A brief description of the occasion and official designation of the recipient.

(2) The nature, quantity, and cost of the items presented.

(3) A statement that the presentation was made on the behalf of the United States DON or the United States Government.

(c) Travel claims will be submitted following current Joint Travel Regulations, Volume 2.

(2) The authorization holder is held responsible for all expenses incurred against the authorization as specified in reference (c).

b. COMSC N8 will:

(1) Process LATAM COOP requests.

(a) Receive and forward the request to COMSC (N01) for approval via COMSC (N2), COMSC (N00P), and COMSC (N02). Include the completed SF 1034, summary information in paragraph 4a(1) above, and the COMSC Budget Authorization which includes document number, function/description, amount of previous authorization, any increase/or decrease, initial amount authorized, and the line of accounting.

(b) Contact HQ Office/Area Commander POC(s) with notification of approval or denial of request by N01.

(2) Gather and submit final documentation to CNO including:

(a) Completed SF 1034 (enclosure (1)).

(b) Any additional supporting documentation (i.e., receipts, supporting invoices, attendance list, authorization).

c. N01 will:

(1) Review all LATAM COOP requests and advise COMSC (N8) of approval or denial.

(2) Sign final documentation packages going to CNO.

5. Action. Policies and responsibilities herein will be adhered to as described.

6. Forms. The Standard Form 1034 (9-73) "Public Voucher for Purchases and Services other than Personal" is available on the MSC Intranet at <http://intranet.msc.navy.mil> and the MSC CD Library. Addressees may obtain the electronic version by forwarding a request to cheryl.m.miller@navy.mil or nancy.barr@navy.mil.

COMSCINST 7042.3

13 January 2004

7. Effective Date. This instruction is effective immediately.

//S//

D. A. LOEWER
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

13 January 2004

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED		SCHEDULE NO.		
		CONTRACT NUMBER AND DATE		PAID BY		
		REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS		DATE INVOICE RECEIVED				
		DISCOUNT TERMS				
		PAYEE'S ACCOUNT NUMBER				
SHIPPED FROM		TO	WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY ₂ TITLE	EXCHANGE RATE =\$1.00	DIFFERENCES Amount verified; correct for (Signature or initials)		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
_____ (Date)		_____ (Authorized Certifying Officer) 2			_____ (Title)	
ACCOUNTING CLASSIFICATION						
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	
	CASH \$		DATE		ON (Name of bank)	
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: John Doe Company, per John				PER		
				TITLE		

Previous edition usable.

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.